

## TWOQC

Job Title: Activity Coordinator

Established: November 30, 2016

Scope: Activity Coordinator is an appointment/recommendation of the President of TWOQC, with TWOQC Board approval.

Term: As needed by currently seated President or Board

Job Description: Activity Coordinator will oversee all luncheons for TWOQC, this will involve the room reservations, menu, tickets, and sale of tickets. Coordinates with the QCHOA Director of Banquets on all tables needed for the luncheon and other activities associated with the luncheon. This can include the audio, stage access, lighting needs, etc.

Requests tables from QCHAO Activities Director for various special needs for regular meetings, as well as any needs identified by the President or the Board.

Makes reservations for TWOQC Board luncheons, makes alternative arrangements for rooms as needed. Coordinates with the President/Board for any special needs such as guest speaker's needs, etc.

Is available to all special luncheon committees and/or other committees if needed for assistance with menus, signage, etc.

Sells tickets for the road trips, can, if needed, set up transportation, lunches, etc.

Seats on the Board as a non-voting member.

Clarification: This description does not limit the duties and responsibilities of this position. Other duties may be added/deleted as needed. This job may be combined with other positions on the Board as defined by the President and the Board.